

STATEMENT OF WORK
FOR
NAS DEFENSE PROGRAM (NDP) TECHNICAL SUPPORT

1.0 BACKGROUND

As a result of the terrorist acts on September 11, 2001, the FAA Administrator created the FAA's National Airspace System (NAS) Defense Program (NDP) as the FAA Office of Primary Responsibility (OPR) for military, and other federal agencies, requests for NAS Defense Services.

The mission of the NDP is to support the military services, and other federal agencies, tactical homeland defense initiatives with minimal impact to NAS operations and air traffic procedures.

The NDP utilizes existing FAA infrastructure and human resources to expand voice and surveillance services to meet external user requirements. The NDP evaluates current and planned FAA assets, plans, policies and procedures for application in shaping and supporting the National Airspace System (NAS) defense capability.

As a result of these aggressive commitments, the NDP has a continuous flow of technical, financial, and program management documents to develop, review and process. NDP lacks sufficient in-house resources to keep up with current and projected demands. The services under this contract would augment NDP staff to ensure programmatic and technical compliance and accountability during the implementation of NDP programs and projects.

1.1 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR):

Ms. Dani Levenson
Federal Aviation Administration
NAS Defense Program, AJW-151
Orville Wright Bldg, Room 535A
800 Independence Ave, SW
Washington, DC 20591
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2.0 SCOPE

This solicitation provides for the support requirements of the FAA's NAS Defense Program. This contract shall be a source for technical and programmatic support services within the scope stated herein. The contractor shall provide all necessary personnel, services, material and equipment to support the needs of the NDP as outlined in this SOW. Also, as directed and authorized by the CO, any additional supplies, equipment, and materials purchased in support of NDP by the contractor shall be reimbursed at actual costs incurred. All technical and programmatic services shall be performed in accordance with this contract.

The technical and programmatic services shall be performed at the NDP Program Office, and other locations, as required. The location of work will depend on task requirements, especially the need for access to special equipment and data sources.

2.1 OBJECTIVES

The Contractor shall support tasks such as but not limited to:

- 2.1.1 conducting investigations
- 2.1.2 conducting research
- 2.1.3 providing analysis
- 2.1.4 developing theories and concepts
- 2.1.5 developing plans and processes
- 2.1.6 providing general or specific studies and reports of all types
- 2.1.7 conducting document reviews and surveys
- 2.1.8 developing prototypes, models, or simulations
- 2.1.9 developing testing procedures, technology refresh approaches, service life extension programs
- 2.1.10 engineering and technical services
- 2.1.11 re-engineering of business processes or systems.

This activity of investigation, research, and analysis shall not be limited by type, purpose or composition – its overall limitation applies to aviation and homeland security national airspace system defense initiatives.

3.0 REQUIREMENTS

3.1 The contractor shall provide all personnel and services to provide technical support for the continuation of the NAS Defense Program. The contractor shall provide resources to aid in program tracking, scheduling, coordination, and documentation. The contractor shall participate in meetings, conferences and forums to ensure that the NDP mission is fulfilled. The contractor shall attend classified meetings, briefings, and discussions as required in order to support national airspace system defense and security initiatives. During these classified meetings the contractor will handle/read/see classified material. To accomplish the requirements of this contract, the contractor will provide support as specified in the following Tasks:

3.2 Labor Categories and Skill Sets: The contractor shall provide and maintain support personnel with appropriate and relevant skills, including contractor provided ongoing requisite training to successfully complete all required tasks.

3.3 Documentation: The contractor shall update and maintain all pertinent (unclassified only) Government documentation for the requirement as described herein, including but not limited to the following Tasks and all other documentation required by FAA Government personnel. Documentation should be available in hard copy and electronic format.

3.4 TASK 1 - NAS DEFENSE PROGRAM (NDP) SUPPORT

The contractor shall provide technical and programmatic support to NDP personnel for briefings or meetings, including but not limited to, headquarters, service area, and/or facility level staff. Such meetings may involve personnel from other governmental agencies or private parties, non-associated FAA service area offices, contractors or subcontractors. The contractor shall furnish reports, presentations, studies, and plans as directed in 4.0, to support the activities of the following NDP Services; NDP Headquarters Operations, Voice/Radio Communications, Long Range Radar, Short Range Radar, Air Movement/Flight Data, Communications Security (COMSEC), and NDP managed inter-agency cost-share efforts.

3.5 TASK 2 - PROGRAM SUPPORT TASKS

The contractor shall provide quick-reaction assistance on a priority basis in technical, programmatic, and general administrative areas as needed and as directed by the NDP Program Manager. The contractor shall provide support for a wide variety of programmatic tasks as requested by the NAS Defense Program Office. Some of these tasks include but are not limited to:

3.5.1 Monitor projects through application of financial and schedule tracking tools and performance measures.

3.5.2 Support integration of program and management issues through feasibility studies, transition plans, and documentation.

3.5.3 Coordinate program status reviews, with primary responsibility for developing and delivering status briefings, preparing minutes, and conducting follow-up activities.

3.5.4 Prepare monthly NDP Program Status Reports and Schedule Updates, highlighting all NDP program service activities and program implementation schedule updates.

3.5.5 Plan and coordinate activities to promote programmatic interactions with other FAA organizations, and current or potential external customers, including the development of technical workgroups and memorandum of agreements with various government agencies.

3.6 TASK 3 – PROGRAM MANAGEMENT

The contractor shall oversee all resources dedicated to the effort and ensure that the contractor's performance meets or exceeds the expectations and needs of the NDP. The contractor's SSME shall coordinate with the NAS Defense Program Office at least weekly, both to review in-progress tasks, and to plan priorities for the future, and shall report on contract progress and issues on a monthly basis in accordance with the deliverable requirements detailed in 4.0.

3.7 TASK 4 – MEETING SUPPORT

The contractor shall develop and produce the proper media to support NDP personnel during program meetings and to enhance presentation effectiveness. The contractor shall maintain files and a database of graphics information for retrieval and merging into new documentation. The contractor shall also operate automated and manual graphics equipment at meetings and conferences. Support materials and briefing books shall be prepared as required. The contractor shall receive authorization from the Contracting Officer in advance to arranging meeting space rental and payment. The contractor shall provide meeting facilitation support as directed by the NAS Defense Program Office. The contractor shall support documentation of meetings through the development and distribution of minutes and associated action items to the attendees and the NAS Defense Program Office.

3.8 TASK 5 – DEVELOPMENT OF PROGRAM SPECIFIC DOCUMENTATION

The contractor shall develop program-specific documentation as needed. The contractor shall provide support for the development of briefing slides and material for periodic presentations to high-level FAA management and external NDP customers. In preparation for these briefings, the contractor shall conduct a series of meetings with the FAA NDP Program Manager to discuss the approach and content of the briefing.

4.0 DELIVERABLES

During the course of this contract, the contractor shall submit the deliverables and reports specified below. All deliverables, including studies, documents, briefings, etc., will be delivered according to the Delivery Schedule below. The following are the minimum required documents identified for delivery:

TASK	DELIVERABLE DESCRIPTION	DUE DATE
3.4	TASK 1 – NAS Defense Program (NDP) Support Contractor Monthly Progress Report consisting of: <ul style="list-style-type: none"> • Work completed • Travel conducted • Problem areas Financial Summary	NLT 20 th day of each month

3.4	TASK 1 – NAS Defense Program (NDP) Support Reports, agreements, presentations, studies	As Required
3.5	TASK 2 – Program Support Tasks NDP Services Monthly Status Reports & Schedule Updates consisting of: <ul style="list-style-type: none"> • Service Element Implementation and Sustainment Activities • Service Element Implementation Schedules 	NLT 20 th day of each month
3.6	TASK 3 – Program Management NDP Action Item Tracking Report consisting of: <ul style="list-style-type: none"> • Responsible Party, Action Item, Status, Due Date, Completion Date • Requesting Agency • Requirement • Status 	NLT the 20 th day of each month
3.7	TASK 4 – Meeting Support <ul style="list-style-type: none"> • Meeting Minutes and Associated Action Items to the Attendees and the NAS Defense Program Office 	5 work days after scheduled meeting
3.7	TASK 4 – Meeting Support External Customer Commodities Review Packages consisting of: <ul style="list-style-type: none"> • Current FY Funding & Activity Status • Next FY Budget Estimates & Objectives 	Semi-Annually NLT beginning of 3 rd Quarter – 1 April & NLT beginning of 4 th Quarter – 1 July
3.8	TASK 5 – Development of Program Specific Documentation FY NDP External Funding Budget Packages consisting of: <ul style="list-style-type: none"> • Service Element Budget Tracking Sheets 	NLT 1 August

5.0 KEY PERSONNEL DESIGNATION

Key Personnel: The Key Personnel under this contract shall be the Senior Subject Matter Expert as identified in paragraph 3.8.2-17 of the contract providing they meet the minimum qualifications below. No diversion in key personnel shall be made by the contractor without the written consent of the CO and prior to following the procedures outlined in contract clause 3.8.2-17.

The positions and the minimum qualifications considered necessary for performance of the work are listed below:

LABOR CATEGORY	QUALIFICATION REQUIREMENTS
Senior Subject Matter Expert	<ul style="list-style-type: none"> - Possess a minimum of 8 years of policy development, financial management, and technical and programmatic FAA support experience. - Possess a minimum of 5 years of experience directly supporting the NAS Defense Program, its services, and NDP external customers. - Possess a current and active Top Secret (TS) security clearance, or the ability to obtain one. - Possess a Bachelor's Degree in Business Management or related business degree.
Junior Management Analyst	<ul style="list-style-type: none"> - Possess a minimum of 3 years of programmatic and administrative FAA support experience. - Experience supporting the NAS Defense Program, its services, NDP external customers is preferred, but not required. - Ability to obtain a Secret security clearance. - Possess an Associate's Degree and 5 years programmatic and administrative FAA support experience. <p style="text-align: center;">*****OR*****</p> <ul style="list-style-type: none"> - Possess a Bachelor's Degree and 3 years programmatic and administrative FAA support experience.

Administrative Specialist / Assistant	<ul style="list-style-type: none"> - Possess a minimum of 8 years of progressively responsible administrative / clerical experience. - Experience in preparation and production of complex, multimedia documents and/or the ability to perform effectively as an executive level administrative assistant. <ul style="list-style-type: none"> — Proven expertise in preparation of large and complex documents which may include complex formatting and linking/embedding of objects from non-word processing applications, file maintenance, project archive maintenance, and meeting coordination, scheduling and calendar maintenance. - Possess an Associate's Degree. <p style="text-align: center;">*****OR*****</p> <ul style="list-style-type: none"> - 2 additional years of position related experience (for a total of 10 years) may be substituted for the Associates' Degree.
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5.1 REQUIRED ON-SITE PERSONNEL

At time of contract award the Senior Subject Matter Expert position will be required for Location 1 and an additional Senior Subject Matter Expert may be required in the future at Locations 2 and 3 as identified in paragraph 13.0, or at any location where AJW personnel are located within the contiguous United States. The Junior Management Analyst positions are not required at time of contract award for Locations 1, 2, and 3, but may be required in the future for Locations 1, 2, and 3, as identified in paragraph 13.0, or at any location where AJW personnel are located within the contiguous United States. The Administrative Specialist/Assistant positions will be required at time of contract award for Location 3, and additional Administrative Specialist/Assistants may be required in the future for Locations 1 and 2 as identified in paragraph 13.0, or at any location where AJW personnel are located within the contiguous United States.

6.0 KEY PERSONNEL LINES OF COMMUNICATION

The contractor, primarily through the Senior Subject Matter Expert, shall communicate only through the Government's Contracting Officer's Technical Representative (COTR) regarding all tasks, unless otherwise specifically approved in writing by the Contracting Officer to named Government individuals, such as a COTR.

7.0 OTHER DIRECT COSTS

As directed and authorized by the CO, any additional supplies, equipment, and materials purchased in support of the NAS Defense Program by the contractor shall be reimbursed at actual costs incurred. Other Direct Costs may include, rental of meeting facilities, or other program-related functions and items in accordance with the Statement of Work.

8.0 QUALITY CONTROL

The Contractor shall implement a Quality Control Program for the deliverables covered in 4.0.

9.0 PERIOD OF PERFORMANCE

The period of performance for this effort shall begin 1 October 2007 through 30 September 2008 and continue through four option years if all options are exercised.

10.0 TRAVEL

Travel may be required within the United States to the FAA's Aeronautical Center in Oklahoma City, OK, FAA's Technical Center in Atlantic City, NJ, regional and field FAA sites, and meetings and seminars to address NAS Defense Program issues. Travel may be required to international destinations. Travel will be defined and approved, in advance of actual travel performance by the CO or COTR by completing and emailing/faxing the Travel Authorization Form (Attached) or the contractor's Travel Authorization Form

that has been approved by the CO for use. The Travel Authorization Form must be submitted with the invoice. Travel expenses will be reimbursed in accordance with Federal Travel Regulations, and Clause 4531, Reimbursement of Travel Costs.

11.0 GOVERNMENT FURNISHED SERVICES AND EQUIPMENT

The Government will provide the following services and equipment to the contractor personnel based at ON-SITE customer locations – desk space, computers, mobile phones, mobile phone service (local, long distance), telephone service (local and long distance), access to the computer network, access to the internet/intranet, and software required for application development.

12.0 HOURS OF PERFORMANCE

Support facility operations shall be maintained and be consistent with Government personnel working hours Monday through Friday (excluding holidays) unless otherwise specified. Primary hours of operations are 8:00 A.M. to 4:30 P.M. The normal workday is 8 hours, plus ½ hour for lunch.

Emergency On-Call and After Hours Support: Extended level of emergency support and/or on-call and after hours support is also required. Contractor support personnel are provided mobile phones and mobile phone service in which to take calls from locations other than those identified in paragraph 13.0 at anytime the need for the services as identified in the Statement of Work are required to support National Airspace System Defense operations.

13.0 PLACE OF PERFORMANCE

The NAS Defense Program support services desired by FAA/AJW will be performed at Government Facility sites (On-Site). For the purpose of this requirement the Government may require the contractor to provide On-Site support services at any location where AJW personnel are located within the contiguous United States. At present, the contractor shall provide personnel as identified in paragraph 5.1 for On-Site support services to Locations 1 and 3 noted below. In the future, support may be required for Location 2, or at any location where AJW personnel are located within the contiguous United States.

On-Site Location 1

Federal Aviation Administration
NAS Defense Program
AJW-1510
800 Independence Avenue
Rm 535A
Washington, DC 20024

On-Site Location 2

Federal Aviation Administration
NAS Defense Program
AJW-1510
6500 S. MacArthur Blvd
Rm 189
Oklahoma City, OK 73169

On-Site Location 3

Federal Aviation Administration
NAS Defense Program
AJW-1510
6712 Washington Avenue
Suite 304
Egg Harbor Twp, NJ 08330